



**INVESTMENT ANALYST TRAINEE
NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF INVESTMENT**

The New Jersey Department of the Treasury's Division of Investment seeks an Investment Analyst Trainee who will support due diligence efforts in sourcing, approving and monitoring alternative investments such as private equity, real assets, real estate, commodities, hedge funds, and other relevant strategies. This position will report to a senior member of the Alternatives Investment Team and will: attend sourcing, approval and monitoring meetings; assist senior investment staff with the drafting of diligence reports; track and monitor performance on a monthly/quarterly basis, including the assembly of detailed portfolio reports; input/maintain databases of manager holdings, exposures and other relevant information; and complete assigned special projects.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a bachelor's degree including or supplemented by eighteen (18) semester hour credits in any one or combination of the following areas: accounting, finance, money and banking, statistics, economics or investments.

NOTE: A Master's degree from an accredited college or university in one of the areas listed above will satisfy the above education requirement.

Starting salary is \$49,263.43 and increases to \$51,529.95 after six (6) months of successful performance. A comprehensive benefits package is offered.

Appointees who successfully complete the twelve month training period are automatically advanced to the Investment Analyst 3 title. The inability of an employee to attain a level of performance warranting advancement to the Investment Analyst 3 title is cause for separation.

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, new public employees are required to obtain New Jersey residency within one (1) year of employment.

If you are qualified and interested in this position, please send your cover letter, resume, transcripts (official or unofficial) and job application **via e-mail only**, no later than **August 31, 2015** to:

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "IA Trainee" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

New Jersey is an Equal Opportunity Employer